

TOWN OF GUILFORD
REQUEST FOR QUALIFICATIONS
RFQ #3-1011
DESIGN AND BUILD FOR FIRE ALARM / MASS NOTIFICATION
FOR 3 TO 7 SCHOOLS

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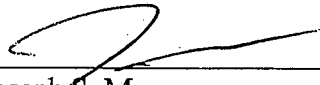
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**TOWN OF GUILFORD
REQUEST FOR QUALIFICATIONS #3-1011
DESIGN AND BUILD FOR FIRE ALARM / MASS NOTIFICATION FOR 3 TO 7
SCHOOLS**

The Town of Guilford is requesting qualifications (RFQ) from experienced firms for design build services to design fire alarm and mass notification systems for three (3) to seven (7) schools. Designed systems will incorporate digital voice notification for fire and mass notification and will include complete replacement of existing systems.

Respondents are required to submit ten double sided copies and one electronic copy of a sealed Statement of Qualifications by no later than December 2, 2010 at 1:00 p.m. at the Office of the First Selectman, 31 Park Street, Guilford, marked "Fire Alarm & Mass Notification System Designs." The complete Request for Qualifications package will be available on Tuesday, November 9, 2010, by Noon, at the Office of the First Selectman or may be accessed from the Town of Guilford's website at www.ci.guilford.ct.us. Statements of Qualifications received after that date and time will be rejected.

The Town of Guilford reserves the right to reject any or all Statement for Qualifications, or waive defects in same, if it deems such to be in the best interest of the Town of Guilford. Questions regarding this Request for Qualifications should be directed to Clifford Gurnham, Director of Operations, by fax at 203-458-0005, or by email at gurnhamc@guilford.k12.ct.us.



Joseph S. Mazza
First Selectman

Publish one time only in the New Haven Register under LEGAL on Tuesday November 9, 2010

II. PROJECT DESCRIPTION

- The Town of Guilford is requesting qualifications from experienced firms for design build services to design fire alarm and mass notification systems for three (3) to seven (7) schools. Professional services shall be required as described in the scope of services below.
- The Guilford Public Schools consists of four (4) elementary schools, two (2) middle schools and one (1) high school. The following list details the location, age of the original buildings and the square footage of the building including any modular buildings:
 - Calvin Leete Elementary School (1950) – 280 South Union Street (49,358 Sq Ft)
 - A.W. Cox Elementary School (1967) – 143 Three Mile Course (52,871 Sq Ft)
 - Guilford Lakes Elementary School (1959) – 40 Maupas Road (63,600 Sq Ft)
 - Melissa Jones Elementary School (1953) – 181 Ledge Hill Road (54,641 Sq Ft)
 - Adams Middle School (1937) – 233 Church Street (109,246 Sq Ft)
 - Baldwin Middle School (1978) – 68 Bullard Drive (95,840 Sq Ft)
 - Guilford High School (1956) – 605 New England Road (188,644 Sq Ft)
- The following three (3) schools will have systems designed:
 - Calvin Leete Elementary
 - Adams Middle School
 - Baldwin Middle School

The Town of Guilford will determine which additional buildings will have fire alarm and mass notification system designed prior to the Request for Proposal (RFP) phase of this RFQ.

- The Town of Guilford will supply an Auto CAD drawing depicting the general floor plan of each of the buildings. The Design Build Firm (DB) will be responsible for confirming all dimensions, quantities and layout.

III. General Scope

The Guilford Standing Building Committee (GSBC) will select the top two to four most qualified (DB) Firms to receive the RFP; who shall provide and include, but not be limited to the following list of services (additional information will be incorporated into the RFP):

- A consultation with the Town to confirm the scope and related requirements of the project.
- Preliminary fire alarm and mass notification systems designs for 3 to 7 schools.
- The design build services for this project will be used to deliver a fully functional and operational digital voice fire alarm and mass notification system which conforms to all local and state NFPA 2010 codes. The design must conform to the 2010 edition even though the State of Connecticut is currently accepting designs based upon the 2002 edition. The design must also meet or exceed requirements of the "Connecticut Fire Safety Code Book, "2005 edition", "International Building Code, "2006 edition", and current "National Electrical Code" edition.
- Design will include all electrical upgrades, wiring and modifications to provide complete, fully functional fire alarm and mass notification systems.
- Ensure design is compatible with existing facility constraints and functions.
- Prepare CAD documents (which will become the property of the Town) to describe the size and scope of the project, including the layout and location of equipment.

III. TIMELINE OF THE RFQ PROCESS

The following time line has been tentatively established:

RFQ available for pick up	November 9, 2010, by Noon
Statements of Qualifications due	December 2, 2010
Review Qualifications	December 6-10, 2010
Interview 2 to 4 firms	Week of December 13, 2010
RFP sent to selected Firms	December 21, 2010
RFP due	January 27, 2011
SBC Review RFP's	February 1, 2011
Interviews (Design with Fee Proposals)	Week of February 7, 2010
Selection/Recommendation of Firm	Week of February 14, 2011
BOS Approval of Recommended Firms	February 21, 2011

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFQ must be made to Cliff Gurnham, Director of Operations, by fax at 203-458-0005 or by email at gurnhamc@guilford.k12.ct.us on or before November 22, 2010.

IV. SUBMISSION OF QUALIFICATION STATEMENTS

The qualification statement must be organized in the following format and include the following information (missing or incomplete information may be grounds for disqualification). (Please note, to be environmentally friendly we request no hard covered binders, pages should be double sided and one electronic PDF copy must be submitted with the qualifications):

1. Letter of interest

2. Company Information - The company shall provide a brief summary of their firm, including the following information:

- Name of company and parent company, if any
- Name of company primary areas of service
- Address of principal office and office from which the project will be managed
- Name, address, and telephone number of the principal contact person to receive notifications and to reply to inquiries from the GSBC
- Date established
- Legal form of ownership. If a corporation, where incorporated
- Years engaged in above services under your present name

3. Relevant Experience - Provide descriptions of five similar projects, in order of relevance, with the year of completion, for which the firm has provided similar services. The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features. Include information regarding your firm's qualifications with respect to the Review Criteria listed in Section V of this document.

4. Team Format – Please provide details on any services that will not be provided in house. If Consultants are to be proposed for use in response to this RFQ, please provide names of any and all consultants; named consultants may not be changed without prior notice and approval of substitution. Provide details on any prior work with the named consultant(s).

5. Experience of Key Personnel - Provide a list of the key personnel to be assigned to this project (including consultants, if applicable) and a **brief** description of the work they will perform. The location of the office to be used by key personnel listed shall be indicated. Resumes of the key personnel (including consultants) who will be directly involved in the project shall be included and be specific to the type of project and include at a minimum:

- Current job title, responsibilities, and type of work performed, and time at current firm
- Educational background, academic degrees, and professional associations
- Experience on projects similar to that described in this RFQ

6. Project Approach and Methodology - Provide a brief description of the proposed technical approach to the project, including the identification of any unusual circumstances or anticipated problems and proposed solutions. The information will be used by the GSBC to assess the consultant's understanding of the project and its methodology.

7. References - List no less than three (3) client references for whom services similar to this Request for Qualifications are currently or have previously been provided, as named in item 3 above.

8. Default - Have you ever failed to complete any work awarded to you? Have you ever defaulted on a contract? If so, where and why?

9. Workload Statement – provide details on your firm's current and future workload and ability to provide this project the attention we feel it requires between now and scheduled completion date.

10. Litigation - Describe any pending litigation in which your firm may be involved.

11. Principals - Names, titles, reporting relationships, and background and experience of the principal members of your organization, including officers. Indicate which individuals are authorized to bind the organization in negotiations with the Town and its GSBC.

12. Principal Contact - Name, title, address, and telephone number of the individual to whom all inquiries about this proposal should be addressed.

13. Additional Information - Please provide any other information that your firm believes would be important and pertinent to the GSBC in making their recommendations of award.

V. METHOD OF SELECTION/CRITERIA FOR AWARD

The firms will be evaluated on their qualifications by the GSBC. The GSBC will evaluate the qualifications using the following criteria:

1. Technical competence
2. The Design/ Build Firm ("firm") must have completed a minimum of 5 school mechanical projects in the State of Connecticut in the past five (5) years.
3. At a minimum, the lead design team should have designed and implemented comparably sized fire alarm and mass notification systems for at least three other municipalities in Connecticut within the past five (5) years.
4. Experience working with the State Department of Education Bureau of School Facilities and review of public school projects for state reimbursement.
5. The firm shall be properly insured and licensed to practice engineering in the State of Connecticut, including State electrical license and NICET certified technicians.
6. The DB Firm will be a manufacturer's representative and shall be factory authorized and trained, with certification documentation.
7. The DB Firm shall have experience in addition to a complete design; demonstrate the experience in providing a complete turn-key installation which included all equipment, conduits, cabling and training.
8. Past record of performance on local contracts with respect to such factors as schedule, cost control, work quality and cooperation with client
9. The RFQ should also demonstrate the firm's familiarity and experience with the applicable building (IBC) codes, NFPA codes, the Connecticut code and Connecticut amendments.
10. Knowledge of the Department of Education policies, procedures and regulations for State reimbursable projects.

The GSBC will develop a short list of two (2) to four (4) firms. All respondents will then be notified in writing. Firms selected for interview will be required to present an oral presentation not to exceed twenty (20) minutes. Power point presentations are permitted.

The project work plan referenced above shall state the tasks to be completed, as well as a description of how the project is anticipated to be scheduled. The plan should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The Town will ultimately determine the actual timing and sequence of events resulting from this Request for Qualifications. Assumptions with respect to the support that will be expected from the Town of

the Town of Guilford shall be clearly identified. In order to complete the fire alarm and mass notification systems and have the system ready for use by August 15, 2011, the Town anticipates the following schedule:

- a. Construction Documents complete by end of April, 2011.
- b. Coordinate presentations and approvals by Building Committee
- c. Begin construction June, actual date TBD dependent upon start of summer recess.

The Standing Building Committee will use information from the interview, RFQ, RFP, including the proposed fee in their selection process. The SBC reserves the right to further negotiate with the selected firm to finalize the Design Build contract and price in conformance with the Town's requirements and subject to Town approvals and review by the Town attorney. The Town will use an applicable AIA form contract as modified by the Town's required supplementary conditions.

The award of the contract for design build services will be made, if at all, to the respondent whose evaluation by the GSBC results in the GSBC determining that such award to such respondent is in the best interests of the GSBC and the Town. However, the selection of a respondent and the execution of a design build services agreement, while anticipated, are not guaranteed. The Town reserves the right to reject any or all of the proposals, or parts thereof, and/or to waive any informality in any of the proposals or the bidding process for this RFQ if such rejection or waiver is deemed in the best interest of the Town. Neither the GSBC, Town nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this RFQ.

The GSBC will make a recommendation to the Board of Selectman to enter into a contract with the selected firm.

VI. ADDITIONAL INFORMATION

The project will be carried out by the Town under the overall direction of the GSBC and the Director of Operations. Other Town staff will also be assigned to assist with this project.

VII . GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the terms and conditions of this request, including the following, and must positively state their acceptance and compliance with them in their response to this RFQ.

1. Acceptance or Rejection by the GSBC/Town – The GSBC/Town reserves the right to accept and/or reject any or all qualification statements submitted for consideration to serve the best interests of the GSBC and the Town of Guilford. Respondents whose qualification statements are not accepted will be notified in writing.
2. Ownership of Documents – All qualification statements submitted in response to this RFQ are to be the sole property of the Town and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the Town unless stated otherwise in the RFQ or contract.
4. Timing and Sequence – Timing and sequence of events resulting from this RFQ will ultimately be determined by the Town and its GSBC.
5. Oral Agreements – The GSBC and the Town will not be responsible for any alleged oral agreement or arrangement made by a respondent with any agency or employee.
6. Amending or Canceling Requests – The GSBC/Town reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the GSBC and the Town to do so.
7. Rejection for Default or Misrepresentation – The GSBC/Town reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. Town's Clerical Errors in Awards – The GSBC/Town reserves the right to correct inaccurate awards resulting from its clerical error.

9. Rejection of Qualification Statements - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
10. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.
11. Contract requirements - A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFQ will become part of any contract award. The contract shall comply with Connecticut General Statutes Section 10-290e.
12. Rights reserved to the Guilford Standing Building Committee and Town - The GSBC reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the GSBC and the Town will be served.
13. Withdrawal of Qualification Statements - Negligence on the part of the respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.
14. Assigning, Transferring of Agreement - The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the GSBC and the Town.
15. Cost of Preparing Qualification/Proposal Statements - The GSBC and the Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**VIII. DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY
OF THE DB FIRM:**

A. GENERAL

The design build firm has authority to act on behalf of the Town only to the extent provided in contractual agreements to which the Town is a party. The design build firm shall confer with the GSBC and Director of Facilities at intervals and on occasions appropriate to the various stages of the project.

B. DUTIES AND RESPONSIBILITIES

As outlined in Section II above or detailed in the contractual agreements.

Attend meetings as directed by the GSBC and report to the GSBC on the proceedings including attendance at GSBC and Board of Education meetings as directed.

Observe any tests required by the project. Record and report to the GSBC and Director of Facilities on test procedures, test results and verify testing invoices prior to being submitted to Owner for payment.

The firm selected will be required to provide periodic (weekly) project observation and construction administration services. The RFQ should include the qualifications of the person(s) anticipated to serve in this capacity. The person who will be the Project Manager should be clearly identified and his/her qualifications should also be included if different than the Construction Administrator. The firm selected will present periodic briefings on the progress of the project to the Standing Building Committee and the Project Manager at such times as the Town shall determine necessary.

The firm selected will be expected to assist Town staff and part time oversight organizations such as the Board of Selectman, Board of Education and the GSBC through the completion of this project by providing continuous technical assistance.

IX. COMPLIANCE WITH LAWS

A. The Bidder shall comply with all federal, state and local laws and regulation and shall procure all necessary license and permits, pay all charges and fees and give all notice necessary and incident to the due and lawful performance of the contract and bid process. Such laws shall include, without limitation, the following:

1. **Non-Discrimination and Affirmative Action.** Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age, marital status, sexual orientation, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to blindness, unless it is shown by the contractor that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Contractor further agrees that this article, (and any additional provisions required by law), will be incorporated by contractor in all contracts entered into with suppliers of materials or services contractors and sub-contractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor or who may perform any such labor or services in connection with this contract. The following principles and requirements of Equal Opportunity and Affirmative Action, as incorporated herein, will be incorporated into "Equal Opportunity - Non-Discrimination Clause" to be included in all bid documents, purchase orders, lease and contracts. The principles of Affirmative Action are addressed in the 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1964, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, 11375, 11478 (nondiscrimination under federal contracts), Act 1, Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58 (a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of blind (46a-51(1)), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51-13), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46a-60 (a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title 1 of the State and the Local Fiscal Assistance Act 1 1972. Every contract to which the State is party must contain the nondiscrimination and affirmative action provisions provided in the Connecticut General Statutes Section 4a-60a.

2. **Executive Orders.** The contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgate June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgate February 15, 1973, concerning the listing of employment opening and Executive

Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the contract as if they had been fully set forth in it. The contract may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

3. **Connecticut's Prevailing Wage Law Provision.** If applicable, the contractor must be in full compliance with Connecticut General Statutes Section 31-53 and 31-53(a) which applies to each contract for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration, or repair of any public works project by the state or its agents, or by any political subdivision of the State of Connecticut General Statutes, Section 31-53 (g) provides monetary thresholds which must be met before the law is applicable. The contractor should familiarize themselves with all aspects of the provisions under state law in order to ensure full compliance.

4. **Occupational Safety and Health Administration Requirements.** According to Connecticut General Statutes, Section 31-53b (a) each contract entered into on or after July 1, 2007, for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public building project by the state or any of its agents, or by a political subdivision of the state or any of its agents, where the total cost of all work to be performed by all contractors and subcontractors in connection with the contract is at least one hundred thousand dollars shall contain a provision requiring that, not later than thirty days after the date such contract is awarded, each contractor furnish proof to the Labor Commissioner that all employees performing manual labor on or in such public building, pursuant to such contract, have completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, in the case of telecommunications employees, have completed at least ten hours of training in accordance with 29 CFR 1910.268. The contractors should familiarize themselves with all aspects of state law and any applicable regulations pertaining to these requirements in order to ensure full compliance.

X. INSURANCE REQUIREMENTS

A. GENERAL REQUIREMENTS

The respondent shall be responsible for maintaining insurance coverage in force for the duration of the contract of the kinds and amounts listed below, with an insurance company (ies) with an AM Best Rating of A-, VIII or better licensed to write such

write such insurance in the State of Connecticut and acceptable to the Town.

The insurer shall provide the GSBC and the Town with Certificates of Insurance signed by an authorized representative of the insurance company (ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the GSBC and the Town written notice of at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the respondent's responsibility under this contract.

The respondent, at the respondent's own cost and expense, shall procure and maintain all insurances required and shall include the GSBC and the Town as Additional Insured's on all such insurance, except Workers' Compensation coverage. The Certificate of Insurance shall evidence all required insurances, including Additional Insured and Waiver of Subrogation.

In order to facilitate this requirement for insurance, it is recommended that the respondent forward a copy of these requirements to the respondent's insurance representative(s).

B. SPECIFIC REQUIREMENTS

(1) Workers' Compensation Insurance

The respondent shall provide statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 Each Accident \$500,000 Disease,
Policy Limit \$100,000 Disease, Each Employee

(2) Commercial General Liability Insurance

The respondent shall carry Commercial General Liability insurance. A per occurrence limit of ***\$1,000,000 combined single limit bodily injury and property damage is required***. The Aggregate limit will not be less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance. The insurance shall include a Waiver of Subrogation.

(3) **Business Automobile Liability Insurance**

The respondent shall carry Business Automobile Liability Insurance. A per occurrence limit *of \$1,000,000 combined single limit bodily injury and property damage is required.* "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

(4) **Professional Liability Insurance**

The respondent shall carry Professional Liability Insurance, on a project specific basis, in the amount of \$1,000,000 per claim/aggregate basis. Both the base policy and rider shall not have a deductible greater than \$75,000 and each shall have a retroactive date, if any, prior to commencement of services on the project; and with coverage to be maintained in effect continuously for a period of at least seven (7) years after substantial completion of the project.

(5) **Excess Umbrella Liability Insurance**

The respondent shall carry excess liability insurance in the amount of at least \$5,000,000 overlaying employers liability, commercial general liability (including completed operations), and business automobile liability coverage.

C. **OTHER DATA**

The Town reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

PAMELA MILLMAN
PURCHASING AGENT
(203) 453-8020

[1 page]

NON-COLLUSIVE/ NON-CONFLICT AFFIDAVIT OF RESPONDENTS

FOR: RFQ #3-1011 Design and Build for Fire Alarm / Mass Notification for 3 to 7 Schools

The undersigned respondent, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

1. the statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and

2. if the undersigned is one of the firms selected to be interviewed and to submit a written proposal, the contents of such proposal will not be communicated by the respondent and its employees or agents to any person not an employee or agent of the respondent prior to submission to the Selection Committee.

3. no selectman, committee/commission member or other officer or employee or person whose salary is payable in whole or in part from the Town of Guilford, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Guilford to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

By

Notary Public

My Commission Expires _____

Date

AFFIRMATIVE ACTION STATEMENT

- 1 page of 4 pages -

REQUIREMENT: Any bidder or respondent to an RFQ seeking to do business with the Town of Guilford must upon request supply the Town with any information concerning the Affirmative Action/Equal Employment Practices of the respondent/bidder. Failure to supply such information, when requested, will result in the termination of any further transactions between the respondent/bidder and the Town of Guilford.

Note: All respondent/bidders with more than ten (10) employees shall be required to complete the Affirmative Action/Equal Opportunity Employment Requirements Statement on an annual basis, except as note below:

1. *All respondents or bidders with less than ten (10) employees are exempt from this requirement;*
2. All respondents/bidders that have completed this form within the last year;

If either of the above applies, please indicate the:

- a. number of employees
- b. completed this form within one year
[] Yes [] No

Date completed: _____

FOR SEALED BIDS AND RFQS: All bidders submitting a sealed bid and all respondents to RFQs will be required to complete the Affirmative Action Statement. If the form has been completed in the past year, please include a Xeroxed copy of the initial form included with your bid. If significant changes have taken place in the past year, please update the changes on this form.

COMPANY ADDRESS: _____

BUSINESS: _____

Type of Organization:

(Please check)

[] Corporation [] Partnership [] Individual

If respondent/bidder filing this application is not the above named company, please provide the name, address, telephone and fax numbers of the reporting unit, branch agent, and representative.

EQUAL EMPLOYMENT OPPORTUNITY:

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?

☐ Yes ☐ No

(If yes, attach a copy)

2. In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?

☐ Yes ☐ No

If yes, provide brief description of what methods were employed:

3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?

☐ Yes ☐ No

4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

AFFIRMATIVE ACTION:

6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

☐ Yes ☐ No

(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Town of Guilford. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

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I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

Date

Signature of Agent

Title

Subscribed and sworn before me at _____,

County of _____, Connecticut,

This _____ day of _____, 20____.

Notary Public

My commission expires: _____
Date

END OF TOWN OF GUILFORD
REQUEST FOR QUALIFICATIONS #3-1011
DESIGN AND BUILD FOR FIRE ALARM / MASS NOTIFICATION
FOR 3 TO 7 SCHOOLS